



# INDIANA BOARD OF ACCOUNTANCY

## OBTAINING YOUR INDIANA FIRM PERMIT

### Contents

Instructions .....	1
Quick Steps .....	1
What Happens Next .....	1
Frequently Asked Questions Regarding Firm Permits .....	2
License Express .....	4
Services Online .....	4
Access Your License Information Online .....	4
Services That Cannot be Achieved Online .....	4
Renewal Timeline .....	4
Completing Your Application .....	5
Your Resources .....	6
State Board of Accountancy .....	6

REV 11/12/2014

NOTICE: This packet incorporates the most recent revisions of statutes and administrative rules governing the accountancy profession, as of January 1, 2013. Note that the statutes and rules incorporated in the packet are not an official version of the Indiana Code. It is distributed as a general guide to individuals in the accountancy profession regulated by the Indiana Board of Accountancy and the Indiana Professional Licensing Agency. It is not intended to be offered as legal advice, and it may contain typographical errors. The Indiana Board of Accountancy and the Indiana Professional Licensing Agency are prohibited from providing legal advice on issues contained herein. For legal advice, please consult an attorney. To obtain official copies of the Indiana Code or Indiana Administrative Code, contact your nearest public library or visit the website of the Indiana General Assembly at [www.in.gov/legislative](http://www.in.gov/legislative).



## Instructions

---

*This packet is intended for businesses with a permanent physical location in Indiana that need to obtain a firm permit to practice Accountancy in the State of Indiana.*

### Quick Steps

1. Forms you must complete (Download from our website):
  - ✓ **Application for Accountancy Firm Permit** - State Form 46609 – 3 pages – 7 Questions  
*Important Notice: Be sure to fill out ALL questions. If the question does not pertain to your Firm, enter "N/A" or "none" to assure your Permit Application is quickly processed.*

- |         |   |         |
|---------|---|---------|
| 2. Fee: | Issuance Fee:                           | \$30.00 |
|         | Renewal Fee:                            | \$30.00 |
|         | Restoration Fee – Expired Under 3 Year: | \$80.00 |
|         | Restoration Fee – Expired Over 3 Years: | \$60.00 |

- |          |   |
|----------|---|
| 3. Mail: | Completed Forms to:   |
|          | <b>Indiana Professional Licensing Agency</b><br>Attn: Indiana Board of Accountancy<br>402 West Washington Street, Room W072<br>Indianapolis, Indiana 46204-2700 |

### What Happens Next

1. Once you submit your application, a customer service representative will review the information. If you have failed to complete the forms properly, you will be contacted by email to remedy the problem.
2. Upon receipt of all needed information, forms, and fees, you will be contacted by email as to the status of your Firm Permit application.
3. The customer service representative will contact you by email and notify you of your activation date and your license number. You will be sent a *Welcome Packet* which will contain important information for you as an Indiana Firm Permit holder.



## Frequently Asked Questions Regarding Firm Permits

---

**Question:** If I want to do tax returns part-time, do I need to register myself as a firm? If so, will I be subject to a peer review?

**Answer:** If you plan to do any side work, including tax returns, and hold yourself out as a CPA, you must register as a firm. You will not be subject to a peer review as long as you do not perform any write-up work including financial statements, compilations, reviews, or audits.

**Question:** What firms are eligible to obtain a firm permit?

**Answer:** The majority of the financial ownership and voting rights of a firm must hold active and valid CPA certificates to be eligible for a firm permit. The firm must have a principle place of business in Indiana. A firm of which only a minority of owners or no owners hold CPA certificates is NOT eligible to obtain a firm permit.

**Question:** If I perform mostly write up work, is my firm subject to a peer review?

**Answer:** Yes, the issuance of a financial statement requires a minimum of a compilation report unless it is a SSARS 8 engagement; therefore your firm is due a peer review. If you render only SSARS 8 engagements you are not subject to a peer review.

**Question:** My firm operates at more than one location. Is a firm permit required for each location?

**Answer:** No, only one permit per firm is required regardless of number of locations.

**Question:** When is Peer Review required?

**Answer:** All Indiana firms that perform ANY attest functions (audits, reviews, compilations or agreed upon procedures) must have a peer review completed once every three years regardless of the frequency these services are completed. Contact the Indiana CPA Society (<http://incpas.org/advocacy-compliance/compliance/peer-review>) for more information about enrolling in peer review. If you have any other questions about peer review, contact the Board compliance department at 317-234-3025.

**Question:** What is peer review?

**Answer:** According to the IC § 25-2.1-1-12, peer review is a study or review of at least one aspect of the work of an individual or firm practicing accountancy that attests or issues compilation reports.

These reviews are not performed by the Board of Accountancy. The Board of Accountancy appoints an administering entity who then matches reviewing firms with firms needing quality review. Currently, the administering entity is the Indiana CPA Society.

**Question:** What is the difference between a system review and an engagement review?

**Answer:** A system review is conducted on-site at the firm being reviewed while engagement reviews are conducted off-site.

**Question:** What firms are required to participate in peer review?

**Answer:** Any firm that performs attest services must complete a peer review once during the license cycle. Please see the Board's rules for certain initial licensure exceptions.

If a firm fails to have the peer review completed as required, the license may be subject to disciplinary action including renewal denial or revocation.



**Question: Where can I locate more information about Peer Reviews?**

**Answer:** Check the Indiana CPA Society's web page on peer review here:  
[incpas.org/Public/PeerReview/IndianaFirms](http://incpas.org/Public/PeerReview/IndianaFirms)

**Question: How often do I need to renew my Firm Permit?**

**Answer:**

**Renewal Periods**

Licenses have a three (3) year cycle  
July 1, 2012 – expires June 30, 2015  
July 1, 2015 – expires June 30, 2018  
July 1, 2018 – expires June 30, 2021

**Renewals Begin:**

May 1, 2015  
May 1, 2018  
May 1, 2021

**Late Fees Begin:**

July 1, 2015  
July 1, 2018  
July 1, 2021



## License Express

---

### Services Online

**Learn, Renew, Update and Order!** [in.gov/pla/license.htm](http://in.gov/pla/license.htm)

*License express can be found on the left top column of almost all pages within the PLA website.*

Learn Your Profession Corporation Number:

[in.gov/pla/license.htm](http://in.gov/pla/license.htm)

Select> **Free Search & Verify**

[mylicense.in.gov/everification/Search.aspx](http://mylicense.in.gov/everification/Search.aspx)

Update Your Information:

[in.gov/pla/license.htm](http://in.gov/pla/license.htm)

Select> **Renew License and Update Address**

[mylicense.in.gov/egov](http://mylicense.in.gov/egov)

Renew Your License:

[in.gov/pla/license.htm](http://in.gov/pla/license.htm)

Select> **Renew License and Update Address**

[mylicense.in.gov/egov](http://mylicense.in.gov/egov)

### Access Your License Information Online

*Firm Permit #:*

This is your entire permit number (include letters and numbers).

*Password:*

This is your entire permit number again.

### Services That Cannot be Achieved Online

- ✓ Change Name: Submit legal document, such as your Articles of Incorporation, showing change of name to:  
[pla14@pla.in.gov](mailto:pla14@pla.in.gov)

### Renewal Timeline

#### Renewal Periods

Licenses have a three (3) year cycle

July 1, 2012 – expires June 30, 2015

July 1, 2015 – expires June 30, 2018

July 1, 2018 – expires June 30, 2021

#### Renewals Begin:

May 1, 2015

May 1, 2018

May 1, 2021

#### Late Fees Begin:

July 1, 2015

July 1, 2018

July 1, 2021



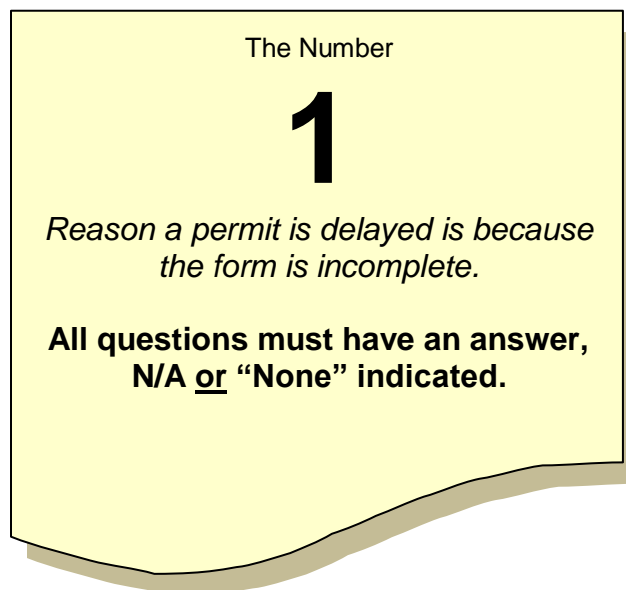
## Completing Your Application

---

- The application cannot be completed online.
- You may use the **Auto Fill Feature** within the application PDF to assure that your information is easy to read. The auto fill feature allows you to click onto the spaces that need filled in and type the information. Once completed, you can print and sign.
- If you choose to download the form and complete, be sure that you print clearly.

### Application for Accountancy Firm Permit - State Form 46609 - 3 pages

- Be sure to fill out ALL questions. If the question does not pertain to your Firm, enter "N/A" or "none"





## Your Resources

---

### State Board of Accountancy

Email: [pla14@pla.in.gov](mailto:pla14@pla.in.gov)

Phone: (317) 234-8800

Mail: Indiana Professional Licensing Agency  
Attn: Board of Accountancy  
402 W Washington Street, Room W 072  
Indianapolis, Indiana 46204

### CPA Membership Organizations

*Note: All organizations listed are separate entities from the Indiana Board of Accountancy Professional Licensing Agency. Memberships and fees are unrelated to the State Licenses, Registrations and Permits.*



Website: [INCPAS.org](http://INCPAS.org)  
Phone: [317] 726-5000  
Toll Free: [800] 272-2054  
Email: [info@incpas.org](mailto:info@incpas.org)

Mail: Indiana CPA Society  
8250 Woodfield Crossing Blvd #100  
Indianapolis, Indiana 46240-4348



Website: [Nasba.org](http://Nasba.org)  
Phone: 866-MY-NASBA  
Email: [cbtcpa@nasba.org](mailto:cbtcpa@nasba.org)

Mail: 150 Fourth Ave.  
North Ste. 700  
Nashville, Tennessee 37219-2417



Website: [AICPA.org](http://AICPA.org)  
Phone: 888.777.7077  
Email: [service@aicpa.org](mailto:service@aicpa.org)

Mail: **American Institute of CPAs**  
220 Leigh Farm Road  
Durham, North Carolina 27707-8110